

Date Recv'd _____

Approved by _____

CRIME PREVENTION/COMMUNITY PRESENTATION REQUEST
RENO POLICE DEPARTMENT
Community Affairs Division
334-2178

Please submit this form: **By Email:** Type directly on this form, save it to your computer and email completed form to hee-garciav@cityofreno.com. **By Fax:** Type directly on this form (or print and fill out by hand) and fax to 775-334-4921 or 775-334-3890 (Attention: Veronica Hee-Garcia, Community Affairs Division). **By Mail:** Send to Community Affairs Division, Reno PD, P.O. Box 1900, Reno, NV 89505

Name of Group/Organization: _____

Contact Person: _____ Title: _____

Phone: Work _____ Home _____ Cell _____ E-Mail: _____

Type of Event Requested (please check one):

- | | |
|--|---|
| <input type="checkbox"/> Neighborhood Watch Presentation | <input type="checkbox"/> Law Enforcement Career Presentation |
| <input type="checkbox"/> School/Children's Presentation | <input type="checkbox"/> Community Event |
| <input type="checkbox"/> Police Station Tour | <input type="checkbox"/> Other Event/Presentation (please describe) |

Other: _____

Date/Time Preference:

Day of Week _____ Date _____ Time _____ Time Limit _____

Event Location (complete address) _____

Approximate Number of Attendees: _____ Age Range _____

Special Needs: Other Language? _____ Disabilities? _____

For office use only. Please do not write below this line.

Request given to _____ Date _____ Time _____

Area _____ Beat _____ Equipment Needed _____

Special Needs or Additional Information ☐ O.T. Approved _____ ☐ On Duty Only _____
of hours # of hours

☐ **SAVE** (Please see additional information on page 2 of this form)

PLEASE NOTE: SAVE MEMBERS ARE UNPAID VOLUNTEERS. SAVE CANNOT GUARANTEE ANY VOLUNTEERS FOR A PARTICULAR PROJECT/ACTIVITY. ADDITIONALLY, IT IS THE POLICY OF THE RENO POLICE DEPARTMENT THAT SAVE MEMBERS DO NOT CARRY OUT ACTIVITIES DURING INCLEMENT WEATHER, AND DELAYS IN CONDUCTING A PROJECT/ACTIVITY MAY OCCUR DUE TO BAD WEATHER.

Is there a form, questionnaire, survey, flier, pamphlet, handout, telephone list, address list, map or other document which must be filled out, handed out or used by **SAVE** volunteers carrying out this project/activity?

☐ No ☐ Yes, if "yes," please make materials available to Community Affairs for **ON-TIME** delivery to **SAVE**

.....
Date client called back _____

To Supervisor: Please complete "Request assigned to:" line and give request form to the assigned officer. After the event has been completed, the officer will return this form to the assigning supervisor. If you or the officer **cannot** accommodate the request, please contact Community Affairs at least one week prior to the request date or by _____. In either case, please complete the "Officer show:" section and return the completed form to Crime Prevention/Community Affairs.

This section to be completed by Officer/Supervisor:

Request assigned to: _____ on _____
Officer _____ Date _____

Officer show: ☐ Yes ☐ No, if "no," reason why:

To Assigned Officer: Contact Crime Prevention/Community Affairs at 334-2178 as soon as you receive this form. You may pick up the presentation materials 24 hours prior to the event date. Promptly return materials after use. After the event, complete the section below and return form to the assigning supervisor.

This section to be completed by Officer:

Brief overview (i.e. topics or problems discussed):

Follow-up, if needed (i.e. extra pamphlets, other information, complaint...):

Number in attendance: _____

Notes: